

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



USDA LIBRARY 2  
CHIEF, ACQUISITION SEC.  
8-25-47  
PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.

Number 197

September 12, 1949

---

PMA PROCEDURE TRANSMITTAL

---

REVISIONS AND CHANGES

104.4  
6-30-48

CASH AWARDS FOR EMPLOYEE SUGGESTIONS: The maximum cash award which can be made by agency awards committees under delegated authority was increased from \$25 to \$100 by the Suggestion Awards Board of the Department on August 19. To reflect this increased authority of the PMA Central Management Improvement Committee, make the following change in PMA Manual Instruction 104.4: on page 4 (6-30-48) in paragraphs IV D 2 and 3, change "\$25.00" to "\$100.00". DISTRIBUTION: A, B

116.1  
9-8-49  
(REVISED)

DIRECTORY OF ADMINISTRATOR'S FIELDMEN: Instruction revised to eliminate reference to a Fieldman in charge. The addresses and areas served have also been brought up-to-date. Remove PMA 116.1 dated 3-22-49 from the manual and insert the attached. DISTRIBUTION: A, B

211.1  
9-2-49  
(REVISED)

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL: This Instruction has been revised to remove authority previously granted authorizing officials, including Assistant Administrators, branch directors, and the heads of field offices, to authorize their own travel; to remove the requirement that travel by privately owned automobiles must be authorized in advance and to incorporate several minor changes. The paragraph on Travel Advance Funds has been omitted, since a new procedure on "Advance of Travel Funds" will be issued as a separate procedure within a short time. Remove PMA 211.1 dated 4-21-49 from the Manual and insert the attached. DISTRIBUTION: A, B.

218.2  
9-2-49  
(REVISED)

PER DIEM IN LIEU OF ACTUAL EXPENSES: Instruction revised to restate the new per diem policy originally issued in Administrative Notice 130. The new maximum per diem rate should be \$9.00 for first 30 calendar days at any one place at any one time, and \$6.00 per day thereafter. A revised schedule of per diem rates allowable for foreign travel included in Exhibit A is attached to the Instruction. These changes are effective July 1, 1949. Remove Instruction and Exhibit A dated 10-28-47 and insert the attached. DISTRIBUTION: (A, B-Field Only.)

\* \* \*

---

DISTRIBUTION: A, B



U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

## DIRECTORY OF ADMINISTRATOR'S FIELDMEN

Following is a list of the names and official headquarters of the Administrator's Fieldmen, and the States they service:

<u>Name</u>	<u>Headquarters</u>	<u>Area</u>
George B. Caswell	326 South A Street Oxnard, California	Arizona, California, Nevada, Utah
Chester P. Downen	603 Mohawk Building West 515 Riverside Ave. Spokane, 8, Washington	Idaho, Montana, Oregon, Washington and Hawaiian Area
Bert Femmer	424 Falls Building Memphis 1, Tennessee	Arkansas, Colorado, Iowa, Kansas, Nebraska
Emery E. Jacobs	213 Council Building 102 N. W. Third Street Oklahoma City 2, Okla.	Louisiana, Missouri, New Mexico, Oklahoma, Texas
Alfred L. Johnson	U.S. Dept. of Agriculture PMA State Office 56 Third St., S. E. Huron, South Dakota	Minnesota, North Dakota, South Dakota, Wisconsin, Wyoming
Clarence A. Kulp	U.S. Dept. of Agriculture PMA State Office 928 North Third Street Harrisburg, Pennsylvania	Illinois, Indiana, Michigan, Ohio, Pennsylvania
C. Hilary Moseley	U.S. Dept. of Agriculture PMA State Office Alabama Polytechnic Inst. Auburn, Alabama	Alabama, Florida, Georgia, Mississippi, South Carolina, and Caribbean Area
Robert S. Reed	129 - 8th Ave., North Nashville 3, Tennessee	Kentucky, North Carolina, Tennessee, Virginia, West Virginia
C. Ely Wickham	c/o Ass't. Admin. for Production, PMA U.S. Dept. of Agriculture Washington 25, D. C.	Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont

\* \* \*





U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

## BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

## I PURPOSE

This Instruction outlines the basic policies governing travel by PMA employees, delegates authority to designated officials and prescribes the scope of authority under such delegations.

## II DELEGATION OF AUTHORITY

A Officials Designated to Authorize and Approve Travel - The following PMA officials are hereby delegated authority to authorize and approve travel, transportation, and necessary incidental expenses of employees under, and within the area of, their respective administrative jurisdictions, in Washington and the field, subject to applicable laws, regulations and the specific limitations of this and other PMA Instructions:

- 1 Deputy Administrator
- 2 Assistant Administrators
- 3 Deputy Assistant Administrators
- 4 Branch Directors
- 5 Associate and Assistant Branch Directors
- 6 Area Budget and Management Officers
- 7 Directors, PMA Commodity Offices
- 8 Assistant Chief Auditors, Audit Branch
- 9 PMA State Chairmen (including, for all purposes of this Instruction, Directors of Hawaiian and Caribbean Areas and Officers in Charge, Aerial Photographic Laboratory.)
- 10 Executive Officers in the following State Offices: Arkansas, Connecticut, Georgia, Louisiana, Massachusetts, Mississippi, Oklahoma, Rhode Island, South Carolina, and Vermont.

B Authorization of Travel of Heads of Offices and Other Administrative Officials - All travel, transportation, and expenses incident thereto, of Assistant Administrators, Branch Directors and the heads of all PMA field offices shall be authorized or approved in accordance with applicable regulations and instructions by the following PMA officials:

PT- 197	DISTRIBUTION A, B	PAGE 1 Revised ( 9-2-49 )
---------	----------------------	---------------------------------

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

---

(II B)

1 The Administrator Shall Authorize - the travel of Assistant Administrators, Branch Directors, PMA Commodity Office Directors, Administrator's Fieldmen, and PMA State Chairmen (except Director, Caribbean Area).

2 Branch Directors Shall Authorize - the travel of the heads of all field offices under their administrative jurisdiction.

C Redelegation of Authority - The above officials are authorized to redelegate such authority to their subordinates, to the extent necessary for good administration, subject to specific limitations in this Instruction. Subordinates may not redelegate the authority delegated to them. All redelegations not published in PMA Instructions must be in writing and a copy filed with the appropriate administrative accounting office, except when redelegations are made in station Letters of Authorization.

III SCOPE OF AUTHORITY GRANTED IN ABOVE DELEGATIONS

A Types of Travel

1 Travel authorized under the above delegations is limited to:

a Points within the continental limits of the United States.

(1) Beyond the employee's designated official station.

(2) Use of privately-owned automobile wholly within the employee's official station.

LIMITATION (a): Where the official station is Washington, D. C., mileage payment for use of privately-owned automobiles wholly within Washington, D. C., shall be specifically authorized or approved only by the Administrator, Deputy Administrator, Assistant Administrator or Branch Director. This authority may not be redelegated.



BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

---

## (III A 1 a (2))

LIMITATION (b): Where the official station is other than Washington, D. C., mileage payment for use of privately-owned vehicle shall be specifically authorized prior to use. In cases where such prior authorization has not been granted, the travel must be approved by the Administrator, Deputy Administrator, Assistant Administrator, or Branch Director.

b Provinces of Canada and States of Mexico adjacent to the United States, provided: It is incident to any travel between points within the United States or in connection with the traveler's regular duties, when the most economically usually traveled route involves travel outside the continental limits of the United States. (Any specific trip to Canada or Mexico requires further approval.)

c Points within the territories and insular possessions of the United States covering employees stationed therein; except that the Director, Caribbean Area, has special authorization from the Secretary to authorize his own travel, and travel of employees under his supervision, between Puerto Rico and the Virgin Islands in connection with PMA activities.

d Attendance of employees at meetings:

(1) Occurring in the course of employee's regular official travel.

(2) Of cooperative agricultural extension groups, and other cooperating Federal and State agencies.

(3) Of PMA employees relating to their official duties.

(4) Called by organizations or agencies other than the Department of Agriculture (other than cooperative work-meetings called by Federal and State agencies).

(a) When the meeting is local (that is, not national, regional or Statewide) in character, regardless of the number of employees who are to attend.

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

---

(III A 1 d (4))

(b) When the meeting is national, regional (involving more than one State) or Statewide in character, provided that not more than two employees are to attend.

LIMITATION: The Administrator's Office only may authorize attendance of employees at meetings called by agencies other than the Department of Agriculture which are national, regional (involving more than one State), Statewide or international in character when three or more employees are to attend. For attendance at meetings (other than cooperative work meetings) called by organizations and agencies other than the Department of Agriculture, see PMA Instruction 101.8.

e Travel and transportation of transferred employees and their immediate families in connection with a change of official station and movement of household effects.

LIMITATION: Authority for this class of transportation may not be redelegated.

f Extra-fare transportation (travel by extra-fare airplane and/or extra fare trains) subject to the provisions of PMA Instruction 211.2, when:

(1) The necessary purposes of official travel cannot be accomplished by regular-fare transportation; or

(2) Travel by excess-cost extra-fare transportation is necessary in the public interest.

LIMITATION: This authority may be redelegated only by Branch and PMA Commodity Office Directors, and only to heads of field offices not covered by the basic delegations in this Instruction. The authority may not be redelegated further.

g In emergency or unusual circumstances when the use of seat or parlor car is necessary for a journey of two hours or less.

h Station and field party expenses and transportation.

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

---

## (III A 1)

i Approval of travel without prior authorization when an emergency existed. (This authority may not be re-delegated.)

NOTE: If no emergency existed, travel performed without prior authorization must be approved by the Administrator; except that extra-fare transportation involving excess cost to the Government may be approved by the officials listed in paragraph II A above. These authorities may not be redelegated.

j Approval of travel accommodations costing more than a standard lower berth, when necessary for security purposes.

LIMITATION: This authority is limited to the Deputy Administrator.

## IV ADMINISTRATIVE APPROVAL OF TRAVEL VOUCHERS

A When travel is performed Under Authorization-Travel (AD-202) - Assistant Administrators, Assistants to the Administrator, Branch Directors, Heads of all PMA Field Offices, and administrative officers may approve travel vouchers and forward them directly to the Fiscal Branch or appropriate field fiscal office. It is not necessary that the voucher be approved by the same individual who signed the travel authorization. Travel vouchers of Branch Directors, Associate and Assistant Branch Directors, Heads of PMA Commodity Offices will not require approval of the Administrator.

B When Travel is Performed Under Authorization-General (AD-204) - When travel is performed under an Authorization-General (AD-204), the travel voucher must be approved by the official to whom the authorization is issued.

## V AUTHORIZATIONS AND APPROVALS ABOVE BUREAU LEVEL

The Deputy Administrator and each Assistant Administrator, as appropriate, are authorized to act for the Administrator's Office in indorsing requests for travel authority required beyond the range of authority delegated to officers of PMA and in obtaining clearances and approvals of appropriate authority from Departmental or other officials.

---



BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

---

(V)

A Foreign Travel - Authorizations for foreign travel of PMA employees must be cleared with the Office of Foreign Agricultural Relations and the Office of Budget and Finance, except as provided in III A 1 c above. See PMA 211.3, "Foreign Travel."

B Travel of Persons Not Employed by the Government - When travel is to be performed for the benefit of the Administration by persons who are not Government employees, travel and per diem expenses may be allowed them while away from their homes or regular places of business in accordance with Standardized Government Travel Regulations, but advance approval of the Director of Finance of travel authorizations for such travel must be obtained.

## VI POLICY

A Responsibilities of Authorizing Officials - Authorized officials are charged with the responsibility of keeping travel to a minimum. They shall authorize only rates and allowances that are equitable to the traveler and the Government within the prescribed maximum rates and allowances, and shall provide copies of the Standardized Government Travel Regulations (GTR's) and other pertinent regulations and instructions to employees whose travel they direct.

B Letters of Authorization (LA's)

1 Annual or fiscal year LA's for individuals, Form AD-202, "Authorization-Travel," as distinguished from general or station LA's, Form AD-204, "Authorization-General," shall be kept to a minimum and requested only when the type of travel is such that LA's, Form AD-202, for individual specific trips are neither practicable nor adequate. LA's must not extend beyond the close of the appropriation year (fiscal or calendar) in which issued. A new LA should be issued in each instance when a traveler is or will be in travel status beginning with the first day of the new appropriation year. Any annual or fiscal year LA should be limited in area as much as possible.

2 AD-204 may be issued on a quarterly, annual, or fiscal year basis (depending upon the appropriation) when the programs involved are of a continuing nature. Such LA's may cover travel of supervisory officials in charge of field offices and authorize the incurrence of necessary travel, station, and miscellaneous expenses incident to the proper and efficient operation of the field offices. The LA's shall be prepared indicating the titles of the supervising officials in lieu of names of individuals.

---

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

---

(VI A 2)

When it is desirable to use station or general LA's to cover the travel of assistants without the necessity of issuance of written sub-LA's, the following phraseology shall be inserted:

"Your assistants, with your approval, are also authorized to incur these expenses."

3 Supervisory officials in charge of field offices may not redelegate their authority to direct travel unless specific authorization therefor is contained in the pertinent station LA's. However, in the absence of the officers-in-charge, the officials designated to act in that capacity may use the authority delegated in the related LA's by indicating the appropriate "Acting" titles under their signatures.

\* \* \*





U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

## PER DIEM IN LIEU OF ACTUAL EXPENSES

## I PURPOSE

The purpose of this Instruction is to establish the policy of the Administration with respect to per diem allowances in lieu of actual expenses to persons employed by and performing services for the Administration.

## II GOVERNING LAW, REGULATIONS, ETC.

Per diem allowances in lieu of actual expenses will be determined and authorized pursuant to the provisions of the Standardized Government Travel Regulations, Departmental Regulations, other applicable laws and regulations, and the provisions of this Instruction.

## III RESPONSIBILITY

The responsibility for determining and authorizing per diem allowances in lieu of actual expenses within the maximum limitations established by the Administrator shall be vested generally in the same officers authorized to issue travel orders involving an expenditure of funds which are to be reimbursed by the Administration. (PMA 211.1)

## IV PER DIEM ALLOWANCES

A Within the Continental United States: For travel on official business, a per diem allowance not to exceed a maximum rate of \$9.00 per day while traveling and for the first 30 calendar days at any one place at any one time, and \$6.00 per day thereafter in accordance with the provisions of applicable regulations set forth in Section II is authorized.

B Outside the Continental United States: For travel on official business by an employee outside the Continental limits of the United States, a per diem allowance not to exceed rates prescribed in Schedule A of this Instruction is authorized. For travel by air involving areas for which different maximum per diem rates are prescribed, including stopovers of six hours or less, a per diem of \$6.00 is authorized.

C- Per Diem on Vessels: Per diem shall not exceed the rate of \$4.00 while on commercial vessels when the price of passage includes meals. If travel is performed on a vessel owned or controlled by the United States, the basic per diem rate applies, subject to one-fifth reduction for each meal furnished the traveler by a Government Agency without charge.

PT-197

DISTRIBUTION  
(A)(B-Field)PAGE 1  
Revised  
( 9-2-49 )

PER DIEM IN LIEU OF ACTUAL EXPENSES

---

(IV)

D For Fractions of Days: Per diem allowances for periods less than 24 hours may be allowed in accordance with Standardized Government Travel Regulations, as amended, and PMA Instruction 218.1, "Preparation and Submission of Travel Reimbursement Vouchers."

E Intermittent Employees: Persons employed intermittently as consultants or experts and receiving compensation on a per diem when-actually-employed basis may be allowed travel expenses while away from their homes or regular places of business, including per diem in lieu of subsistence while at place of such employment, subject in other respects to the Standardized Government Travel Regulations and this Instruction. (Public Law 600)

F Employees Without Compensation: Persons serving without compensation (with or without appointment) or at \$1.00 per annum may be allowed not to exceed \$10.00 per diem in lieu of subsistence while traveling away from their homes or regular places of business (private) and while at place of such service or employment. (Public Law 600)

V ESTABLISHING BRANCH AND STAFF OFFICE PER DIEM STANDARDS

Branch directors and directors of staff offices are authorized to make exceptions to the maximum per diem policy as stated in paragraph IV where known travel costs or other circumstances make it desirable to establish a lower rate. Care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses. In establishing these standards, the pertinent elements effecting per diem in lieu of subsistence costs to the traveler shall be taken into consideration, such as:

A The particular kind or type of work or service to which the employee is assigned.

B The location of the work.

C The time it takes to complete the assignment.

D Any other appropriate work or living cost elements or factors.

PER DIEM IN LIEU OF ACTUAL EXPENSES

---

## VI REPORTING ESTABLISHED PER DIEM STANDARDS

In order that the rates of per diem allowance may be as uniform as practicable throughout PMA and to provide the data required to be furnished the Director of Finance, Directors of branches and of staff offices shall advise the Administrator within 10 days after the beginning of each fiscal year, through an Assistant Administrator when appropriate, the rate or rates of per diem allowance established and the elements and factors considered in arriving at these per diem rates. In addition, the Administrator shall be advised of any change made in basic per diem rates or standards during the fiscal year.

## VII EXCEPTIONS

A Authorization for travel and per diem allowance in lieu of subsistence expenses to persons who are not Government employees must have the concurrence of the Director of Finance; and such concurrence must be in advance of travel.

B Under no circumstances will per diem in lieu of subsistence be allowed an employee at his official station.

C No per diem may be allowed members of an employee's family in connection with change of official station.

## VIII EFFECTIVE DATE

The provisions of this Instruction are effective as of July 1, 1949.

\* \* \*

